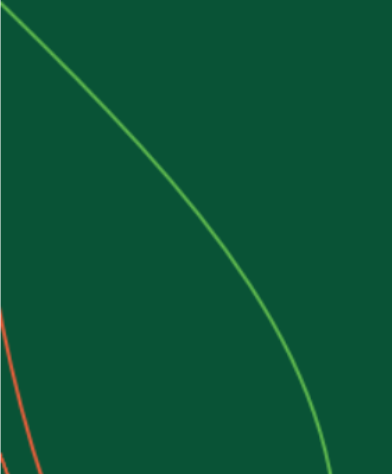


## PUBLIC USER INSTRUCTIONS

**Step #1:** Register for a Public User account in Cascade.



**Public Permits**



### Sign In

If you do not have an account, you may register for one. [Register as Public](#) [Register as Contractor](#)

**User**

The User field is required.

**Password**

The Password field is required.

☐ Remember me?

[Sign In](#)

Forgot your password? [Click here.](#)

**Step #2:** Click on Create Permit - Complete fillable permit application



**Quick Navigation**  
[HOME](#) [BACK](#)

[Create Permit](#)

**Permits**

**Planning Cases**

### Issued Permits

**Jurisdiction**

Cascade ▼

**Step #3:** Complete the permit form in Cascade.

## Create Permit

Save

Back

**Jurisdiction**

Cascade

**Parcel**

You can start typing the address here...

**Address**

**Owner**

If the current owner is not listed, click +Create New...

+Create New

**Type**

Be sure to select the correct type of permit. If not Sure contact the building department...

Save

Back

**Step #4:** Completely fill out the fields and Upload all required submittal documents to Cascade.

### Edit Permit Values

Cascade - [Permits](#) - 20BRD-00658

Accessory Building - 123123 Test Street

Edit Values

Information

Documents

Save

Back

**PERMIT TYPE**

**ACCESSORY BUILDING - OTHER**

**GENERAL CONTRACTOR**

+ New contractor

**MECHANICAL CONTRACTOR**

+ New contractor

**ELECTRICAL CONTRACTOR**

## Requirements

### APPLICATION

\*

Select files...

### SITE/PLOT PLAN

\*

Select files...

### PLANS

\*

Select files...

### MISC DOCUMENT

Select files...

Save

Back

\*\*\*If a red asterisk is next to the item it is required.

**Step #5:** Click Save – An email will be sent to staff to inform them that a new permit has been created. Staff will contact you if more information is needed.

**Step #6:** Review Process - Submittal may be Review by the Town Staff & Building Department

**Step #7:** Once reviews are complete; staff will contact you for payment.

**Step #8:** Pay permit fees - call 970-454-3338 for more information

**Step #9:** You must print or make Permit & Inspection Card and approved plans available for construction and inspections.

Approved plans and documents can be downloaded under the Documents tab>Approved Documents

Permit will expire on 4/7/2021

[Edit Values](#) [Information](#) [Inspections](#) [Fee Payments](#) [Workflow Steps](#) [Documents](#)

### View Approved Documents

[Approved Documents](#) [Requirements](#) [Inspections](#) [Workflows](#) [Emails](#) [Requirements](#)

[Back](#)

Name ↑
<a href="#">20BRD-00657.20EAT-00187.SKM_C30820101911490.Requirements.ApprovedDocuments.pdf</a>
<a href="#">20BRD-00657.287-20 Addend no1 10-13-20 (003) (1).ApprovedDocuments.pdf</a>

[⏪](#) [⏩](#) [1](#) [⏪](#) [⏩](#)

[Back](#)

To print your permit, go to the Edit Values tab and click Print Permit.

## Cascade - [Permits](#) - 20BRD-00657

New Single Family Attached - 2401 1ST ST 5, BERTHOUD, 80513

Permit will expire on 4/7/2021

[Edit Values](#) [Information](#) [Inspections](#) [Fee Payments](#) [Workflow Steps](#) [Documents](#)

[Save](#) [Back](#) [Print Permit](#) [Print Custom Reports](#)

**PERMIT TYPE**

NEW SINGLE FAMILY ATTACHED

---

**GENERAL CONTRACTOR**



## Step #10: Complete inspections and meet town requirements

You can schedule your inspections in Cascade. Go to the permit you want to schedule for and select the Inspections tab.

### Inspections

Cascade - [Permits](#) - 20BRD-00657

New Single Family Attached - 2401 1ST ST 5, BERTHOUD, 80513

Permit will expire on 4/7/2021

Edit Values	Information	Inspections	Fee Payments	Workflow Steps	Documents
-------------	-------------	-------------	--------------	----------------	-----------

Back

Print

Step	Group	Inspection Item	Status	Schedule Date	Time	Item Notes	Inspector	Phone	Actions
1 Item Selected									
1	A Foundation Work	Setbacks - 1	Approved	10/9/2020	AM		Jonathan Gesick		RESULT
		Construction Meter - 1	Approved	10/9/2020	AM		Morgan Roe		RESULT
		Footings/Caisson - 1	Approved	10/9/2020	AM		Morgan Roe		RESULT
		8 Utilities	Sewer Service - 1	In Progress	10/9/2020	AM			

Back

Fill out the date, time, contact and include any notes for the inspector.

### Schedule Sewer Service

Cascade - [Permits](#) - 20BRD-00657

New Single Family Attached - 2401 1ST ST 5, BERTHOUD, 80513

Permit will expire on 4/7/2021

Edit Values	Information	Inspections	Fee Payments	Workflow Steps	Documents
-------------	-------------	-------------	--------------	----------------	-----------

### Schedule Sewer Service

SaveBack

**Inspector Name**

**Phone**

**Schedule Time**

**Time Range**

**Status**

**Scheduled Notes**

SaveBack

You Can check the status of your permit once it has been issued under the Workflow Tab.

RES MAJOR WF (5-2020)

Cascade - [Permits](#) - 20BRD-00657

New Single Family Attached - 2401 1ST ST 5, BERTHOUD, 80513

Permit will expire on 4/7/2021

Edit Values	Information	Inspections	Fee Payments	Workflow Steps	Documents
Back					
Step	Workflow Step	Assigned To	Assign Date	Status/History	
1	Application		-N/A-	Accepted	
	Raw Water Dedication	Shannon D	2020-10-08	Approved	
2	Building Plan Review	Kelly Dykstra	2020-10-08	Pending	
	Permit Technician Review		-N/A-	Pending	
	Block Diversity/Setback Review		-N/A-	Pending	
3	Fees Applied		-N/A-	Fees Applied	
4	Fees Paid		-N/A-	Fees Paid	
5	Permit Issuance		-N/A-	Issued	
	Inspections		-N/A-	N/A	
	Site Grading Cert Received		-N/A-	N/A	
	Improvement Location Certificate (ILC)		-N/A-	N/A	

Once all requirements have been met the permit will be closed.

**Step #11:** Permit Closed

If you need assistance please contact the building department as [email@procodeinc.net](mailto:email@procodeinc.net)